

# OCONEE COUNTY PLANNING COMMISSION

415 South Pine Street - Walhalla, SC



TEL (864) 638-4218 FAX (864) 638-4168

## AGENDA

6:00 pm, Monday, March 5th, 2018

Council Chambers - Oconee County administrative complex

1. Call to Order
2. Invocation by County Council Chaplain
3. Pledge of Allegiance
4. Approval of Minutes – February 22nd, 2018
5. Public Comment for Agenda and Non-Agenda Items (3 minutes)
6. Staff Update
7. **Guest speaker from the Oconee Economic Alliance**

To include Vote and/or Action on matters brought up for discussion if required.

- a. Discussion by Commission
- b. Commission Recommendation

8. **Discussion on amending Oconee County's E911 Addressing policy**

To include Vote and/or Action on matters brought up for discussion, if required

- a. Discussion by Commission
- b. Commission Recommendation

9. **Discussion on Traditional Neighborhood Development**

To include Vote and/or Action on matters brought up for discussion, if required

- a. Discussion by Commission
- b. Commission Recommendation

10. **Discussion on the 2020 Comprehensive Plan**

To include Vote and/or Action on matters brought up for discussion, if required

- a. Discussion by Commission
- b. Commission Recommendation

11. **Discussion on clarification of certain code sections bearing on land use and development, as contained in Chapters 26, 32, and 38 of the Oconee County Code of ordinances.**

To include Vote and/or Action on matters brought up for discussion, if required

- a. Discussion by Commission
- b. Commission Recommendation

To include Vote and/or Action on matters brought up for discussion, if required

12. **Old Business** - To include Vote and/or Action on matters brought up for discussion, if required

13. **New Business** - To include Vote and/or Action on matters brought up for discussion, if required

14. **Adjourn**

Anyone wishing to submit written comments to the Planning Commission can send their comments to the Planning Department by mail or by emailing them to the email address below. Please Note: If you would like to receive a copy of the agenda via email please contact our office, or email us at [achapman@oconeesc.com](mailto:achapman@oconeesc.com).

# OCONEE COUNTY PLANNING COMMISSION

415 South Pine Street - Walhalla, SC



TEL (864) 638-4218 FAX (864) 638-4168

## MINUTES

6:00 PM, Monday, February 22, 2018  
Oconee County Council Chambers

### Members Present

Mr. Kisker District 1  
Mr. Vassey District 3  
Mr. Pearson District 4  
Mrs. Lyles District 5  
Mr. Johnson At-Large

### Staff Present

David Root, County Attorney  
Adam Chapman, Zoning Administrator  
Media Present: None

### 1. Call to Order

Mr. Pearson called the meeting to order at 6:00 PM.

### 2. Invocation by County Council Chaplain

Mr. Root gave the invocation.

### 3. Pledge of Allegiance

### 4. Approval of Minutes

a. February 5, 2018

Mr. Vassey – Motion

Mr. Pearson – Second

The motion carried 5-0

### 5. Public Comment for Agenda and Non-Agenda Items

None

### 6. Staff Updates

Mr. Chapman stated that since the first of the year there were approximately 160 zoning and flood reviews which include single-family and mobile homes also 15 various code enforcement complaints.

### 7. Discussion on Traffic and Traffic Citation report

Mr. Chapman stated that the tables indicate that traffic counts have increased. Mr. Chapman stated that the citations issued are heavier on Saturday followed by Friday and Sunday is the least amount of tickets issued. The most tickets issued if for DUI with also half found not guilty.

Mr. Chapman asked if the Commission would like for a representative from Troop 3 to come and answer any questions. Mr. Pearson stated he would like reasoning in the difference in the numbers regarding "tickets issued" and "arrested" in relation to DUI.

#### **8. Discussion on draft request-for-funds letter to County Council**

At the request of the Commission, Mr. Chapman drafted a letter asking County Council for \$25,000.00 to hire a traffic and planning consultant to provide a forecast on necessary infrastructure and policy changes along the 76/123 corridor between Seneca and Clemson as well as between Seneca and Westminster. Mr. Kisker asked since the Commission was tasked by the Council to draft the letter the letter should state it was requested by Council. Mrs. Lyles made a motion for staff to make the corrections and send it to Council. Mr. Vassey seconded, the vote was unanimous.

#### **9. Discussion on 2020 comprehensive Plan**

Mr. Chapman showed a flow chart created by the Appalachian Council of Governments that broadly states how the flow should be done. Mr. Chapman stated the next step would be to find someone to do the Comprehensive Plan Study. Mr. Pearson asked what the cost Alta Planning had quoted to do the job and Mr. Chapman stated that the quote they gave was \$89,000.00 to manage the Comprehensive Plan process. They also stated that fee can be reduced if the staff does some of the work. Mr. Root stated that this should be put out for bid since the fee exceeds \$25,000.00 dollars. Mr. Johnson stated that a professional facilitator needs to direct staff on how to proceed with the Plan. Mr. Chapman stated that there are going to be meetings engaging the public in the process, possibly 30 to 40 meetings, and asked if some Commission members could help facilitate that process if an outside consultant was not hired. Mr. Johnson stated that we need to get two more bids and then take it to Council. Mr. Root suggested that staff get with the Procurement Director and with the Administrator to get the input from them. Mr. Pearson suggested getting more information and bring it back to the next meeting. Mr. Kisker asked if the Greenwood City/County and Kershaw County's Comprehensive Plan is in the same format as Oconee's. Mr. Chapman stated that they are and not as lengthy as ours. Mr. Kisker suggested that we try to get our Plan in a manageable format. Staff indicated they would meet with Procurement and come back with more information.

#### **10. Discussion on joint County Council / Planning Commission Workshop**

Mr. Pearson stated that after talking with Mrs. Cammick about the workshop she came up with Tuesday, March 27, 2018, or Thursday, March 29, 2018. The Commission discussed which date would be good for everyone. Mrs. Lyles asked the purpose of the meeting. Mr. Pearson stated that to have communication between both the Council and Commission. Mr. Pearson asked for a motion for the Workshop to be on Thursday, March 29, 2018, at 6 pm. Mr. Johnson made a motion. Mr. Kisker made an amendment to the motion that the agenda be approved by the Commission prior to the meeting. Mr. Johnson seconded the amended motion. Mr. Chapman asked if there is anything in particular that the Commission would like on the agenda. Mr. Pearson stated that the Corridor needs to be discussed and the Comprehensive Plan. Mr. Root stated that the amended motion needs to state that the original motion has a joint workshop on March 29, 2018, at 6 pm to discuss Comprehensive Plan funding and Corridor Plan funding contingent on an agreed upon agenda prior to the meeting date. Mr. Pearson called for a motion, Mr. Johnson made a motion, Mr. Kisker seconded it. The vote was unanimous.

**11. Discussion on clarification of certain code sections bearing on land use and development, as contained in Chapters 26, 32, and 38 of the Oconee County Code of Ordinances.**

Mr. Chapman stated that the code of ordinance needs to be updated to some degree. The staff has been finding issues when trying to interpret the Ordinance. Mr. Pearson stated that if the staff is having issues with all 18 items then this list needs to be taken to the Planning and Economic Development Committee for review and input. Mrs. Lyles made a motion to send the 18 items forward for the Planning and Economic Developments Committee's input, a second by Mr. Vassey, the motion passed unanimously.

**12. Discussion on Traditional Neighborhood Development**

Mr. Chapman stated that last year the Planning and Economic Development board stated they would like a Traditional Neighborhood Development District (TND) added to the zoning matrix. Mr. Vassey asked how in detail the section would be. Mrs. Lyles asked what is it that the Committee is specifically looking for in the TND. Staff stated that Mr. Chapman would bring these questions back to the Committee at their next meeting.

**13. Old Business**

None

**14. New Business**

None

**15. Adjourn**

Mr. Kisker made a motion and a second by Mr. Johnson the vote was unanimous.

7:22 pm

## OCONEE COUNTY PLANNING COMMISSION

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## OCONEE COUNTY

### ROAD NAMING AND ADDRESSING POLICY

ADOPTED BY PLANNING COMMISSION  
AUGUST 13, 2007

Amended August 10, 2009

Amended June 21, 2010

Amended February 25, 2013

Proposed February 23, 2018

## **SECTION ONE - INTRODUCTION AND PURPOSE**

### ***A. PURPOSE***

The purpose of this County-Wide Road Naming and Addressing Policy is to establish standards for naming roadways and assigning numbers to all dwellings, principal buildings, businesses and industries; and to assist emergency service agencies, the United States Postal Service and the public in the timely and efficient provision of services to residents and businesses of Oconee County.

### ***B. GOALS***

The primary goal of this policy is to provide emergency service agencies with a complete set of addresses that promotes swift responses in the most efficient manner possible.

Secondary goals include:

1. Improvement of the quality of life for residents of Oconee County through easier delivery of mail and services;
2. Protection of a positive and progressive image to residents, prospective residents and developers;
3. Promotion of commerce through easier access to the attractions of Oconee County.

### ***C. OBJECTIVES***

Objectives include:

1. Ongoing assignment of addresses
2. Maintenance of countywide road name and address database

### ***D. LEGAL AUTHORITY***

Oconee County has the legal authority to name and address roads per the code of laws of the State of South Carolina, and the duly adopted Oconee County Road Naming and Addressing Ordinance.

## **SECTION TWO - ROAD NAMING POLICY**

### ***A. ROADS REQUIRING NAMES***

A road may be named if at least one of the following conditions exists:

1. All public roads, private roads, and private drives as defined by the Oconee County Performance Standards Ordinance shall be named; private driveways may be named under special circumstances as determined by the addressing office;
2. The road is maintained by a municipality or other governmental entity;
3. In the opinion of the Oconee County Addressing Office, a building or other addressed structure cannot be easily seen from the driveway entrance or other access point.

*\*Multi-Unit Structure exemption—A short drive, loop, or parking area accessed from one road only, serving a multi-unit building or complex fronting on, and visible from, a named road may remain unnamed, provided the unnamed access presents no impairments to an efficient emergency response*

## ***B. ROAD NAME SELECTION***

All road names shall meet the following standards:

1. All road names must be easy to read and pronounce. Proposed names may be rejected by the Addressing Office if in the opinion of Emergency Response officials, pronunciation may impair an efficient response.
2. Basing all road names within a development on a single theme is encouraged.
3. Traditional road names should be retained where possible.
4. Names that may be confused as homonyms (having the same or similar pronunciation) of existing road names shall not be approved.
5. The use of proper names is not allowed.
6. Names that are vulgar, ethnically offensive, or otherwise problematic shall not be approved.
7. Road names spelled in an unconventional, complex, or potentially confusing manner shall not be approved.
8. A road shall be designated by only one name.
- | 9. Special characters, including numbers, are not allowed. are discouraged.
10. Road names shall not contain standard roadway or directional prefixes and suffixes.
11. Road name length shall be determined by the size of the sign upon which it is placed. Road names may be abbreviated to accommodate space limitations on signs; however, if no appropriate abbreviation can be made or an abbreviation presents impairment to efficient emergency response, the name shall be denied.

### ***C. PREFIXES***

Directional prefixes shall be used only when necessary, such as for distinguishing regions of a continuous road. Road names shall not contain standard roadway or directional prefixes and suffixes.

### ***D. SUFFIXES***

The following suffixes are suggested for naming a type of road. Other suffixes not listed below may be considered at the discretion of the County, providing they meet valid road suffix abbreviations, as defined by the United States Postal Service (USPS) official suffix (USPS, Postal Addressing Standards, August 1995, Publication 28).

<b>Alley (ALY)</b> –	A narrow lane between or behind a row of buildings
<b>Avenue (AVE)</b> –	A roadway or thoroughfare in a densely populated area
<b>Boulevard (BLVD)</b> –	A road with a median reflecting the boulevard character
<b>Circle (CIR)</b> –	A road that begins and circles back to terminate on the same road
<b>Court (CT)</b> –	A permanently closed road, not exceeding 1,000 ft, such as a cul-de-sac
<b>Drive (DR)</b> –	A curvilinear road
<b>Highway (HWY)</b> –	A primary state or federal route, suitable for heavy traffic volume
<b>Lane (LN)</b> –	A minor dead-end road or private lane
<b>Parkway (PKWY)</b> –	A road with a median reflecting the parkway character
<b>Road (RD)</b> –	A common roadway, usually in less densely populated areas
<b>Street (ST)</b> –	A common roadway, usually in more densely populated areas
<b>  Trail (TRL)</b> –	— A minor roadway
<b>Turn Pike (TRN PK)</b> –	A primary state or federal route, suitable for heavy traffic volume
<b>Way (WAY)</b> –	A minor roadway

### ***E. DUPLICATION OF ROAD NAMES***

In accordance with section 23-47-60 of the South Carolina Code of Laws, no new road name shall duplicate any existing road name within the boundaries of Oconee County.

In the event two or more roads lying within the boundaries of Oconee County share a common or similar name at the time of adoption of these operational policies, the addressing office shall act as necessary to minimize potential confusion, up to and including initiating the change of a road name(s).

#### ***F. MULTI-MUNICIPAL ROADS***

Municipal boundaries shall not be considered terminating points for names of roads that pass through adjacent municipalities. In the event a road serves two or more municipalities separated by an unincorporated area, the standard shall not apply.

#### ***G. MUNICIPAL ANNEXATION OF STREETS***

When a municipality annexes an existing roadway, resulting in a road name conflict, the addressing office will consult with the municipality in changing the name of the annexed roadway to conform to the guidelines outlined herein.

#### ***H. NAMING NEW ROADS***

Roads in new developments shall be named during the subdivision approval process. An accurate copy of the plan for the proposed subdivision, as well as a list of proposed road names, shall be submitted to the Oconee County Addressing Office by the owner/developer at the time of application for subdivision approval.

Developers may submit a written request to reserve new street names prior to application for preliminary approval, provided that a sketch plan has been submitted to the Oconee County Planning Department. Road names shall be considered reserved for no longer than one (1) year from the date of submission. The owner/developer may request a one-year extension, provided said extension request is submitted in writing at least fifteen (15) days prior to the end of the original reservation period.

Upon preliminary approval and the payment of all appropriate fees, all road names shall be entered into the county road database; all subsequent name changes shall be at the cost of the owner/developer, and shall be subject to the procedures and fees established for citizen-initiated name changes by Oconee County Council.

#### ***I. RENAMING EXISTING ROADS***

All road name changes shall be in accordance with the requirements set forth in section 6-29-1200 of the South Carolina Code of Laws.

Citizens requesting changes to existing road names shall submit the following to the Addressing Office:

- Justification for the name change

- Tax map showing all affected property owners and their corresponding tax map numbers
- Map showing general location of road (this may be included on the tax map)
- Three proposed road names for consideration by the county (must meet conditions set forth in this document)
- Signatures of 75% of property owners affected by name change
- Payment of fee established by resolution of Oconee County Council

Once all documents are received, the Addressing Office will forward a copy of the request to the Planning Commission. The Planning Commission shall schedule a public hearing on the request, which shall be advertised in a newspaper of general circulation at least fifteen (15) days prior to the hearing.

The Planning Commission shall approve all road name changes.

Names for which 100% of all impacted property owners agree in writing or private driveways that access a single parcel may be changed by approval of the Planning Director, provided due notice and opportunity to comment is afforded appropriate emergency services.

In the event the Addressing Office deems two or more duplicate road names to present a potential impediment to efficient emergency response, the

Addressing Office shall provide a report to the Planning Commission with recommendations to change one of the road names based on the following point system:

## **POINT SYSTEM FOR RESOLVING STREET NAME CONFLICTS**

### **Condition Points**

- Traditional name (if known) 1
- Greater number of addresses 1
- Arterial street/ Greater number of ADTs 1
- Historical relevance 1
- Existing street signs or greater number of signs 1
- Shared theme with town or subdivision name 1

In the event that existing signage on a road is stolen more than two times, and the County Road Department deems the reason for the theft to be related to the road name, the Addressing Office may initiate a road name change following the guidelines for changing duplicate names (above).

The Addressing Office shall notify the residents, businesses, and any affected municipality of problematic road names. The Addressing Office shall also solicit recommendations from all affected parties for new road names, and shall attempt to base recommendations to the Planning Commission on the names that best accommodate all residents.

The Planning Commission will:

- Schedule a public hearing according to the standards put forth in the section above;
- Approve all road names; and
- Notify all affected parties of their decision as soon as possible.

#### ***J. EFFECTIVE DATE OF CHANGE***

Any street name change will become effective following expiration of a thirty (30) day period commencing from the date said change was authorized by the County.

#### ***K DELETION OF UNUSED DRIVEWAYS***

To avoid the cost of installing and maintaining unnecessary signage, private driveways may be deleted from the road system database if:

1. The use of the driveway has been permanently abandoned or discontinued. Staff shall make all reasonable efforts to confirm status of the driveway prior to deletion.
2. After reasonable efforts, staff is unable to determine the location of the driveway.

For the purposes of this section, reasonable efforts shall include notification of property owner(s), contacting emergency personnel and utilities, and researching public records as necessary. Deleted driveways may be renamed in the future, provided they meet all appropriate standards in place at the time.

(Amended 8-10-2009)

### **SECTION THREE - STREET NAME SIGNS**

**A.** All street signs shall be erected in accordance with the policies of the Oconee County Roads Department.

**B.** All signage shall comply with Federal Highway Administration's Manual for Uniform Traffic Control Devices.

**C.** All costs associated with new signs or changing signs initiated by any party other than the Addressing Office, the Roads and Bridges Department and Emergency Response personnel shall be borne by the said party. Costs shall be determined by resolution of Oconee County Council.

### **SECTION FOUR - ADDRESSING POLICY**

#### ***A. ADDRESSING AGENCY***

The Oconee County Addressing Office shall establish and assign street address numbers in accordance with the guidelines set forth herein. All structures shall be provided with an address in the manner specified by appropriate County, State, and Federal regulations.

### ***B. ADDRESS REQUEST***

All requests for an address shall be submitted in writing on a form provided by the Addressing Office. The Addressing Office will attempt to process all requests as expediently as possible; however, not all addresses can be issued at the time of application. The following timetable shall be used in processing address requests:

#### **Addressing Request Processing Timetable**

##### **Number of Requests Submitted Response Time (working days)**

<b>1-3</b>	2 days
<b>4-10</b>	5 days
<b>11+</b>	10 days

Each address is considered a separate request. Applicants requesting an address will be notified by the method indicated on the address request form.

### ***C. ADDRESSING METHODOLOGY***

The Addressing Office shall observe the following standards in assigning new addresses:

#### **1. The Standard Distance Separation Interval**

Addresses shall be determined through the use of a Standard Distance Separation Interval (SDSI), which for new addresses~~s~~ shall be fifteen (15) feet, or ~~approximately 1/352 mile (yielding approximately 704 numbers per mile—352 odd and 352 even)~~ each 100 address block shall be approximately 750 ft long.

Typically, the address point shall be considered the middle of the beginning point of the driveway or access, or the structure being addressed. The SDSI may be adjusted as necessary to provide improved emergency response and/or integrate with existing addresses.

#### **2. Odd/Even Number Location**

Even numbers shall be assigned on the right side from the beginning point, and odd numbers on the left side from the beginning point.

#### **3. Beginning Point**

Typically, numbering shall begin at the western-most point of a road and proceed eastward; or at the southern-most beginning point and proceeding north. Dead-end

roads will be numbered from the intersection with the adjoining road, regardless of direction.

#### **4. Fractional, Alphanumeric, Hyphenated Addresses**

No fractional addresses, alphanumeric addresses, or ~~and~~ hyphenated address numbers (e.g. 34 ½ Ash St, 110B Main St. 41-656 Bell St) shall be approved. ~~Alphanumeric numbers and/or pretype classification may be used at the discretion of the Addressing Office.~~

Noncompliant existing addressing systems may be approved, provided no apparent emergency response problems result from their continued usage.

The general order of address elements should follow United States Postal Service (USPS) conventions. Typically an address shall be ordered as follows: road number, pre-directional (if any), primary road name, suffix, post-directional (if any), and secondary number (if any) (e.g. 110 S Main St, Unit Apt 304).

#### **5. Bridges, Utility Fixtures, and Other Structures**

The Addressing Office may address any structure to enhance identification and improve emergency response. All such addresses shall conform to the standards put forth in this document.

#### **6. Corner Lots**

Corner lots shall be issued addresses based on the location of the primary driveway of access to the property. In the event no primary driveway of access is apparent, the addressing office shall determine the best address based on the most efficient emergency response.

#### **7. Crossing County Lines**

To enhance emergency response to inter-county roads, consideration will be given to existing numbering systems in other counties. Non-compliant numbering systems may be approved, provided no apparent emergency response problems result from accepting the methods employed by the adjoining county.

#### **8. Apartments and Duplexes**

Apartment buildings and other detached multi-tenant structures contained within a development shall be addressed as individual structures.

Typically, individual units within a building shall be addressed so as to logically denote its physical location in the complex. For example, apartment 1323 indicates the third (3<sup>rd</sup>) apartment on the second (2<sup>nd</sup>) floor of the ~~three-one~~ hundred (300100) building.

## **9. Businesses**

Businesses, office parks, and business districts shall be numbered in accordance to the standards put forth for apartments.

## **10. Preplanning Subdivisions and Vacant Lots**

The Addressing Office may address undeveloped property at the request of the developer; however, all such addresses shall be considered temporary and subject to change based on future development and construction. Typically, vacant parcels shall be assigned addresses based on the center point of the road facing the frontage property line.

### ***D. CHANGING ADDRESS NUMBERS***

All changes to existing addresses shall be approved by the Addressing Office and be in compliance with the standards set forth in this document. The

Addressing Office shall notify all affected parties by certified mail, as well as notify Intrado, the United States Postal Service, and appropriate emergency services and governmental entities. The Addressing Office shall complete all aspects of an address change within twenty-five (25) business days from the date of notification.

### ***E. CHANGING ADDRESSES OF EXISTING STRUCTURES ON CORNER LOTS***

Existing structures located on a road, driveway, or other access that is subsequently duly named pursuant to the standards and policies of Oconee

County may retain the same address, provided all of the following conditions are met:

1. The structure is located on a parcel adjoining the right-of-way of the road which the address is based on
2. The creation of the new road results in the existing structure being located on a corner lot
3. The structure, with appropriate signage, is clearly visible from the road that the existing address is based on, and the drive or access is easily seen from that road as the obvious access to structure
4. Retaining the existing address does not result in potential confusion or inconsistency in assigning other addresses
5. Local emergency officials are provided an opportunity to comment, and no apparent health or safety concerns are noted

A change in any of the conditions may result in the structure being readdressed  
(Amended 6-21-2010)

#### ***F. APPEALS***

A complaint regarding a decision of the Addressing Office's decision may be reviewed by the Director of 911 at the Oconee County Sheriff Department. The decision of the Director of 911 at the Oconee County Sheriff Department may be appealed to the Planning Commission.(Amended 2-25-2013)

### **SECTION FIVE - SOURCE GUIDES**

Unless specified by this document, all decisions rendered by the Addressing Office shall be made in as close conformance as possible with the following publications:

- A. South Carolina Code of Laws.
- B. Oconee County Ordinance 2001-6, as amended.
- C. The National Emergency Number Association's book Addressing Systems: A Training Guide for 9-1-1, 1995, ISBN 1-883119-18-9.
- D. The United States Postal Service publication: Addressing Conventions, July 1989, filing number DM-940-89-03.
- E. The United States Postal Service publication: Postal Addressing Standards, August 1995, Publication 28.

In the event no standard contained in this document or above publications references a particular issue in question, the Addressing Office Shall make a determination based on efficiency in emergency response.

## OCONEE COUNTY PLANNING COMMISSION

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# THIS IS NOT A DRAFT VERSION OF A TND. THIS IS JUST AN INSTRUMENT FOR DISCUSSION ABOUT THE TND.

Sec. 38-10.16. – Traditional Neighborhood Development district (TND).

*Definition:* Those areas suitable for relatively intense residential and mixed-use development that offers significant amounts of open space and designed amenities that enhance the pedestrian realm.

*Intent:* This district is intended to allow flexibility in development that will result in improved design, character, and quality of new residential and mixed-use developments in order to preserve natural and scenic features of open spaces that might be negatively impacted by more restrictive zoning districts.

*Definitions:* For the purposes of this district, the following definitions shall apply.

- (1) *Pedestrian Realm.....*
- (2) *Streetscape .....*
- (3) *Open space* —Portions of a project not occupied by private lots, amenities, public road right-of-ways, or other restricted or built-upon areas, that are generally accessible for passive recreational use by the development's residents, tenants, patrons and guests. Open space shall not include lawns, landscaping, and other areas considered accessory to a specific amenity or structure, but may include required buffer areas.
- (4) .....

*Uses:*

*Permitted uses:* A listing of uses permitted within a TND shall be contained in a plan adopted as part of the regulations applying to that district only. Uses may be of similar residential or commercial character, or may consist of a mix of residential, commercial, or other appropriate uses. Uses shall be restricted to those listed in the adopted plan.

Dimensional requirements: Project Area, Density and Open Space			Minimum Yard Requirements and Lot Size			Max. Height
Min. Project Area	Maximum road right-of-way	Min. Open Space	Minimum sidewalk width	Front, Side and Rear Setbacks	Maximum Lot Size	Structure Height (ft.)
5 acres	Set in approved plan	15% of Site Project Area	—	Front: no more than _____ feet	No more than _____ acres	65

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## Draft Operating Manual for the 2020 Comprehensive Plan Update

1. Planning Commission members shall attend and act as facilitators for all meetings being held within their districts. If the Commission member is not available for a meeting within their district they may substitute another Commission member or the Council person for that district. At least \_\_\_\_ other Commissioners from other districts or at-large shall attend every meeting. If these requirements are not met then the meeting shall be rescheduled.

2. At least \_\_\_\_ meetings per Element shall take place in each district. Multiple Elements may be discussed during each meeting.

3. Notices for public meetings shall be advertised as such:

**Legal ads** will go out at least \_\_\_\_ days before meetings indicating subject, location, time, and staff contact information.

**Radio spots** will run \_\_\_\_ times starting \_\_\_\_ days before meetings and indicate subject, location, time and staff contact information.

**Road side signage**, at least \_\_\_\_ number of signs, in the immediate vicinity and at the location of the meeting will be placed \_\_\_\_ days before the meeting and indicate subject, location, time and staff contact information.

**Media notification**, at least \_\_\_\_ days before the meeting and indicate subject, location, time and staff contact information.

4. The meetings shall/ shall not be recorded. (Video Camera and microphones will need to be purchased)

5. A Comprehensive Plan Update website will / will not be created for the 2020 Update.

6. Planning Commission will request at least \$50,000.00 / \$\_\_\_\_\_ from County Council to fund the Comprehensive Plan Update. This money will be utilized strictly for the Comprehensive Plan Update and not be part of a general fund. This will include, but not limited to, staff time, logistics, supplies, advertisements and potentially securing any Consultant help in creation of any elements that fall outside of the abilities of the staff.

7. The Planning Commission will hold at least \_\_\_\_\_ regularly scheduled meetings at Council Chambers with a focus on the Comprehensive Plan once all field meetings are complete and data has been compiled. All stakeholder groups will be notified before all the meetings.

8. Staff and Planning Commission will create a list of specific community stakeholder groups to reach out to. The groups may be professional, academic, secular or social. These groups will allow the Comprehensive Plan Update to be as inclusive as possible. Staff will send an email to all identified stakeholder groups advertising upcoming Comprehensive Plan Update meetings.

List of Stakeholder Groups to Contact

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**Clarification of certain code sections bearing on land use and development, as contained in Chapters 26, 32, and 38 of the Oconee County Code of ordinances.**

1. Anyone can submit a plat for recording without providing access to the parcel. The access is not required by State law and the State leaves it up to the Counties and Municipalities to write their own land-use law. This may create a situation where a parcel becomes landlocked and the owner would be forced to go through legal channels to secure access to the parcel.

2. There are two separate definitions for "lot" in two separate chapters - 32 and 38 ( below). Having two definitions for the same word, in different places, used in the same context is confusing. Neither definition is clear, concise or 100% effective in defining "lot".

Chapter 38 -Lot: A parcel of land in undivided ownership occupied, or intended for occupancy, by a main building or group of main buildings together with any accessory buildings, including such yards, open spaces, width, and area as are required by this chapter, either shown on a plat of record or described by metes and bounds and recorded with the register of deeds. For the purpose of this chapter, the word "lot" shall be taken to mean any number of contiguous lots or portions thereof, upon which one or more main structures for a single use are erected or are to be erected.

Chapter 32 - Lot means a single parcel or tract of contiguous land intended as a unit for transfer of ownership, or for building development, or both.

(1) Corner lot means a lot with frontage on at least two intersecting roads located at the point of intersection.

(2) Lot depth means the mean horizontal distance between the front and rear lot lines.

(3) Double frontage lot means a parcel having frontage on two or more roads which is not located at an intersection of such roads.

(4) Lot width means the horizontal distance between the side lot lines at the building setback line measured parallel with the front lot line or in the case of a curvilinear road measured parallel to the chord of the arc between the intersection of the side lot lines and the road right-of-way line.

3. In Chapter 32-212 there is a minimum lot size for subdivisions at 0.57 acres. At the time of writing the Code of Ordinances, this size was thought to be SCDHEC's standard. Currently, SCDHEC has no minimum lot size. This minimum lot size contradicts recent legislation related to multi-family housing.

(c) Lot size. Minimum lot size shall be .57 acres (approximately 25,000 square feet) with traditional onsite septic tanks served by public water unless DHEC requires greater area or dimensions. All required setbacks shall be met regardless of lot size. No part of a septic system shall be located within any road right-of-way.

4. This definition in chapter 32 states that Planning Commission should be the final authority for subdivision naming. This has not been done to anyone's knowledge. This would increase the cost of doing business in the County if this is to be the procedure. Allowing developers to name their own subdivision could reduce the cost of doing business in the county.

Chapter 32-213 Subdivision name. The proposed name of the subdivision shall not duplicate, or too closely approximate phonetically, the name of any other subdivision in the area covered by these regulations. The planning commission shall have final approval authority for the name of the subdivision.

5. Zoning Inspections. In the Lake Overlay District, within the Natural Vegetative Buffer there is mention of a "zoning inspection". This is the only place in the code where "zoning inspection" is mentioned. If "zoning inspection" is mentioned in the code it should be defined as to what a zoning inspection is. Currently, zoning inspections look to make sure silt fences are properly installed on lots that have a Natural Vegetative Buffer area.

6. Recreational Vehicles (RV). The current county code of ordinances contains no language pertaining to RVs. However, the International Residential Building Code, as adopted by Oconee County, defines RVs as temporary structures and as such, are not to be inhabited for more than 180 days per year. The majority of citizens are not able to access the International Building Code and would not be aware of this law in the County. Placing the language about RVs from the Building Code into Chapter 32 would provide the citizens of the county easier access to the information.

7. Parking in the setback. There have been multiple occasions where developers assume they can place constructed parking lots/spaces within the setbacks. The definition of structure in the code of ordinances is "anything constructed or erected, the use of which requires location in or on the land or attachment to something having a permanent location in or on the land." Creating language to be placed in the code of ordinances allowing or not allowing parking within the setbacks would clarify things for builders in the county.

8. Definition of Structure Chapter 38-12.2 is anything constructed or erected, the use of which requires location in or on the land or attachment to something having a permanent location in or on the land. This language has been up for debate. Adding language to it to include, or not include, horizontal construction, such as parking, would clarify things for builders in the county.

**9.** Minor Subdivision. In Chapter 32-213 Requirements and Standards, this is the current requirement and standard for minor subdivisions:

Minor Subdivision: (Reserved).

The definitions of a minor subdivision,

32-212 1) Results in a total of no more than ten lots; and (2) May or may not involve the construction of a private drive, private road, or public road.

There are frequent questions that citizens/developers have pertaining to minor subdivisions. Creating the language that speaks to any standards that may apply would clarify the issue for builders in the county.

**10.** The current process for creating a major subdivision, 11 or more lots, is spread across three separate chapters 26, 32 and 38 plus building codes. Reorganizing and clarifying the language could make development easier in Oconee County.

**11.** Currently, there is no standard regarding junkyards in the Code of Ordinances. Using standards that the State of South Carolina has would clarify the responsibilities of the junkyard owners. Using State language about junkyards could be complementary to the County Litter Control Ordinance.

**12.** Runoff and standing water issues from adjacent parcels are regular issues for citizens of this County. Having pervious/impervious standards for commercial uses may help mitigate future challenges for property owners in the County.

**13.** Currently, there is no language within chapter 32 of the code of ordinances regarding Manufactured Homes and manufactured home parks/developments. Adding language regarding manufactured home developments could be helpful.

**14.** The sign code was recently updated but it is difficult to interpret. Reformatting the code in a chart form that makes the restrictions and requirements easy to read would be beneficial to the public. In the sign code, signs under 50 square feet do not need permits, but do they need electrical permits if they are lit? If so the code should reflect that. If the signs fewer than 50 square feet, that do not need permits, stand over seven feet tall are engineering plans needed? If someone is replacing a sign face "like-for-like" is a permit needed? Do the setbacks for the signs run with the zoning district? Signs that are not mentioned such as monument, pole, and canopy, even if there are no regulations on them could be addressed as "Pole Sign – No additional regulations", for example.

**15.** Driveways that link property to public roads have no option but to run through a setback and right-of-way. Once access is established, how much of the driveway/road should be allowed within the setbacks?

**16.** The way setbacks are measured, be it from right-of-way or property line, are defined in three separate sections of the code and say two different things. Harmonizing these sections would help clarify how setbacks are measured.

**17.** The zoning matrix does not have its own chapter/heading. Currently, it is under the Planned Development District, 38-10.15. It would be easier to find if it was labeled as "Zoning Matrix 38-10.16.

**18.** The below section, in Chapter 26, regarding roads and bridges, in the first line takes away all county jurisdiction over private roadway design, engineering and construction and in the second line references design, engineering and construction standards that private roads have to adhere to and that the County enforces. Clarifying this language and intent along with what department, and to what level would, enforce private roadway standards as well as submittal processes could be beneficial.

Sec. 26-2. - Private road standards and regulations.

Oconee County shall have no responsibility for nor control of the design, engineering, construction, inspection or maintenance of private driveways, drives and roads in Oconee County and shall only be involved with private driveways, drives and roads to enforce these regulations (Staff note: "these regulations" reference the rest of the standards) and to the extent required for the county to carry out its other duties and functions, such as approving the subdivision of property.

(c) Be approved in writing by planning commission or designated staff prior to submission of plat(s) to the register of deeds for recording.